

**SPF SIG  
Grant Review Workgroup  
April 13, 2007  
Minutes**

**Attendance: (Voting)** Jeff Barber, Terry Jenkins, Carolyn Waller (Non-Voting) John Viernes, Mary Lay, Janice Lee, Marsha French

**Minutes Approval:** The minutes of the March 30, 2007 were approved and reviewed.

**Expert Review Panel:** Marcia French reported that she was receiving comments from the expert panel. At this time she does not have both expert reviews back for any proposal. Marcia indicated that she would send the expert review comments out on Monday at 3 pm as stated in the target timeline.

Marcia also indicated that she had received feedback from the reviewers with some concerns about the applications. Reviewers were indicating that some of the applicants had already participated in the SPF process and were out “scoring” the others. The Grant Review Members discussed this issue and felt that it was a perception more than reality. While many communities may have begun the process they have not fully engaged in the process that will be required in the first year of funding. They have a good foundation and can demonstrate some capacity but their work is just starting. The GRW felt that it would not really impact final funding recommendations when the applications were scored, that there are enough factors being considered that would balance out any pre-award SPF activity.

**GGW Process:** The committee discussed the logistics of the April 23, 2007 review day. Originally reviewers were to contact their review partner prior to the meeting on the 23<sup>rd</sup> to confer on scores and comments. Members of the committee indicated that the timeframe for reviews was not sufficient to complete the reviews and contact a co-reviewer prior to the meeting. The committee decided to dedicate the first hour of the April 23 meeting for small group meetings of the reviewers to compare scores. Marcia will prepare a spreadsheet that will average the scores for each of the 3 funding areas (Alcohol, Cocaine, and Methamphetamine). The scores will be ranked after the average.

In the next hour of the meeting the reviewers will discuss their scores, comments and make recommendations on funding. In the final hour the GRW will review the recommendations and develop a recommendation for the GAC to consider on where the scores should be divided for funding and non-funding.

The committee decided to schedule a second meeting next week to allow for final review and discussion of the proposals. The meeting is tentatively set for April 25, 2007. Marcia will follow up with the committee to finalize the date and time.

Jeff Barber will meet with Kim Manlove next week to review this process.

**Report out to the GAC:** The committee discussed ways to include the GAC in the final decision making processes and still meet the Department of Administration Review Guidelines. Mary Lay provided the committee with information from the previous SIG and suggested one way was to give the GAC the final vote on the number of communities to fund. Jeff Barber recommended and the committee agreed that the best way to do this would be for the GRW to recommend funding either X# or Y# of the communities based on their reviews and the GAC vote on which level to approve.

To facilitate the GAC being prepared to make this decision, Marcia will send a brief summary of the applications with bulleted review comments prior to the meeting on May 1, 2007. At the May 1 meeting the GAC will be presented with the score ranks for each area and then they will vote on where the funding line will be drawn. Each member of the GAC will need to sign a confidentiality form. Any member of the GAC who is involved with an agency/organization who applied for funding will need to recuse themselves from the meeting.

The GAC will then vote to recommend the list for negotiation to contract. DMHA will then work with DOA to negotiate the contract which will include for most communities a resubmission of the budget based on the funding level available to each community.

This process for reporting out to the GAC will be presented to the SPF SIG Executive Committee on Tuesday April 17, 2007.

Future Meeting Schedule

Adjournment:

The Meeting was adjourned at 10:00 am.